

UNITED STATES DISTRICT COURT

ROBERT C. HEINEMANN
CLERK

EASTERN DISTRICT OF NEW YORK

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PLEASE REPLY TO:

☐ BROOKLYN OFFICE
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☒ LONG ISLAND OFFICE
UNITED STATES DISTRICT COURT
100 FEDERAL PLAZA
PO BOX 9014
CENTRAL ISLIP, N Y 11722-9014

June 12, 2007

Martin A. Lehman
308 Elm St.
West Hempstead, NY 11552

In re: CV 07-2291 (JFB)
Lehman -v- Fox Cable

Dear Pro Se Litigant:

This will acknowledge receipt of your Civil Complaint. The case has been docketed under the above number and assigned to the Honorable Joseph F. Bianco.

Please be advised of the following:

-documents submitted for filing should be originals and must contain an original signature, name of case and assigned judge and case number;

-an affidavit or affirmation of service must be included with all documents sent in for filing;

-all documents should be sent to the Pro Se Office at the Central Islip courthouse. DO NOT send any paperwork directly to chambers unless directed to do so by the Judge as mailing your papers to chambers will delay processing;

-it is your duty to keep this office informed of any change of address; failure to do so may result in your case being dismissed for failure to prosecute pursuant to Fed. R. Civ. P. 41(b); a change of address form is enclosed.

-copies of all items filed in your case will be mailed to you by either the Clerk or opposing counsel. It is your responsibility to retain those copies, as well as copies of any documents you file, and monitor the progress of your action yourself.

Very truly yours,
Robert C. Heinemann
Clerk of Court

By: /s/ Lorraine Sapienza
Pro Se Paralegal

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NEW YORK

----- X

Plaintiff,

-against-

Case No. _____

Judge: _____

Defendant.

----- X

PLEASE BE ADVISED THAT MY NEW ADDRESS IS:

NUMBER AND STREET: _____

CITY: _____ STATE: _____

ZIP CODE: _____ TELEPHONE NO: _____

IF APPLICABLE:

PRISON: _____ PRISONER ID# _____

EFFECTIVE DATE OF CHANGE: _____

DATED: _____

SIGNATURE

PRINTED NAME

PRESENT ADDRESS
